

IV CASE NUMBER:

INSTRUCTIONS FOR RETURNING RESIDENT (SB-1) IMMIGRANT VISA APPLICANTS

Before coming to the Embassy for your interview, applicants should select a passport delivery address in Turkey. If and when a visa is issued, the passports and visa packets are sent to a Turkish Postal Service (PTT) branch in Turkey for you to pick up in person. In order to make this selection, please follow the steps below:

1. Upon receipt of Embassy's notification, register online at usvisa-info.com or by calling 0 850 390 2884 from Turkey or (703) 520-2490 from the United States
2. Choose "Immigrant Visa" for your visa category
3. Choose your visa pick up location (NOTE: Please make sure that you are selecting a PTT branch close to your address in Turkey.)
4. Print your registration receipt and bring it with you on your interview date with all the other required documents listed below.

IF YOU FAIL TO ATTEND YOUR INTERVIEW, you can request to reschedule an immigrant visa appointment through <http://usvisa-info.com>. Applicants/petitioners can also call the Visa Information Service at 0 850 390 2884 from Turkey or (703) 520-2490 from the United States to reschedule.

IMPORTANT: We would like to remind you that you must complete this application within six months after your DS-117 petition has been approved. Your petition will expire after six months.

REQUIRED DOCUMENTS AT THE INTERVIEW

1. **PASSPORT:** Each visa applicant needs to have a passport valid for six months beyond the intended date of entry into the United States. Previous passport with a valid U.S. nonimmigrant visa should also be provided, if applicable.
2. **PASSPORT PICKUP LOCATION REGISTRATION RECEIPT:** The registration can be done either online via usvisa-info.com or by calling 0 850 390 2884 from Turkey or (703) 520-2490 from the United States.
3. **MEDICAL REPORT:** Before their final immigrant visa interview, all beneficiaries are required to undergo a medical examination performed by one of the medical doctors authorized by this Embassy. The beneficiary is responsible for making his/her own arrangement for the medical examination with one of the physicians listed on the attached medical information sheet. The beneficiary is also responsible for the cost of the examination. A medical examination is also required for each accompanying child. You will be required to submit your medical report to this office at the time of your interview. Do not bring your x-ray film to the Embassy. For detailed information on medical examination procedures, please visit our website at http://turkey.usembassy.gov/medical_requirements.html
4. **FEE:** The SB-1 visa fee is \$205.00 per person. The payment may be made in cash or by credit card to the consular cashier. Visa, MasterCard, American Express, Novus/Discover and Diners cards are acceptable. Personal checks and credit card numbers provided verbally or in writing are not accepted.
5. **FORM:** DS-260 Immigrant Visa Electronic Application needs to be completed before coming to the interview. These forms are accessible on the [Consular Electronic Application Center \(CEAC\)](http://ceac.state.gov) website.

This form does not need to be printed after online submission; the electronic version will be accessible to the Consular Officer at the time of interview. Please print out the confirmation page (with the barcode) of your submitted DS-260 form and bring it on your interview date. You may review the Frequently Asked Questions on DS-260 Immigrant Visa Electronic Application on U.S. Department of State's web site at http://travel.state.gov/visa/immigrants/info/info_5248.html for more information. The case number and invoice number required on CEAC web site to login to the application are provided to you by NVC.

6. BIRTH CERTIFICATES:

- a. Birth certificates for **Turkey** are called "Nufus Kayit Ornegi". Please provide an original. No English translation is required
- b. Birth certificated for **Iran** are called "Shenasname". Please provide the original, certified English translation with a copy. Please do not provide Karte Melli
- c. Birth certificates for **Iraq** are "Hawiat Al Ahwal Al Madniya". Please bring their originals with English translations and copies. Iraqi applicants are also required to submit their National ID cards, "Shahadat Al Jinsiya Al Iraqiya" with an English translation along with a copy.

7. MARRIAGE CERTIFICATE: The original and two copies of your marriage certificate is required. If the marriage took place in a country other than Turkey or the U.S., a certified English translation of the foreign marriage certificate is also required.

8. DIVORCE DECREE OR DEATH CERTIFICATE: If you were married previously, bring the original and copy of the divorce decree or death certificate to prove the dissolution of each prior marriage. If the divorce took place in a country other than Turkey or the U.S., a certified English translation of the foreign divorce decree is also required. For divorces that took place in the U.S. or Turkey, the court-certified original divorce decrees must either have the raised seal or rubber stamps of the court and original signatures. Attorney certified copies without raised seals, rubber stamps or plain photocopies of court certified divorce decrees will not be accepted. Marriage or birth certificates on which the divorce is registered and translations of divorce documents without the originals are not accepted in lieu of a court-certified divorce decree.

9. MILITARY CARD: Iranian applicants need to provide original, copy and certified English translation of military card. If you are exempt from the service please provide a copy and certified English translation of your military service exemption card. Military card for Turkish applicants are not required.

10. COURT AND PRISON RECORDS: Persons convicted of a crime must bring original and copy of each court record and any prison record, even if the beneficiary has been pardoned or granted amnesty. If you have a conviction, please provide the copy and English translation of all the law articles referred to in your court record.

11. OTHER COURT DOCUMENTS: Originals and copies of court records regarding name changes, age ammendments, adoption and similar subjects must also be submitted. Originals of these documents should be submitted at the time of interview.

12. POLICE CERTIFICATE REQUIRED FOR APPLICANTS 16 YEARS AND OLDER:

Applicants are required to submit a police certificate from the country of the applicant's nationality and current residence. Police certificates are also required from all other countries where the applicant has resided for at least one year. Regardless of the length of residence, a police certificate must also be obtained from the police authorities of any place where the applicant has been arrested for any reason. Police certificates for **Turkey** must include the archive records check (Arsiv kayitli Adli Sicil Kaydi), but do not need translation. Police certificates for **Iran** are not required. For detailed information on how to obtain a police certificate from a country, please visit U.S. Department of State website at <http://travel.state.gov/content/visas/en/fees/reciprocity-by-country.html>

13. EVIDENCE OF FINANCIAL SUPPORT: Please see the enclosed Form OF-167, Evidence Which May be Presented to Meet the Public Charge Provisions of the Law, and Form I-134, Affidavit of Support, for information.

14. PHOTOS: Regardless of age, all U.S. Immigrant Visa applicants must present two un-retouched color photographs, approximately 2 X 2 inches (5 X 5 cm) in size, taken on a white background. Please read the instructions on our website at http://turkey.usembassy.gov/photo_requirements.html for information.

AFTER THE INTERVIEW

After your personal application, if your file is complete, your visa will be issued and your passport and visa packet will be given to PTT for delivery to your passport pickup location.

Some Turkish applicants and most Iranian applicants require extensive administrative processing prior to issuance of the visa. This process can take up to 6 months or longer. No visa for these applicants can be issued until the administrative process is complete.

If administrative processing is required, we recommend that applicants return home while they wait for the completion of the process. Once the administrative processing is completed, the applicant's case number will be posted on our website. It will be your responsibility to check our website to see if your process is completed. After the administrative processing is complete, applicants can send their passports, and other missing documents, if any, to our office by PTT. After the final review, if your application is complete, your passport and visa packet will be sent to the PTT branch of your choice in Turkey within five to ten working days after we receive your passport.

While waiting for the administrative process to be complete, your medical examination may expire. In that case, you will need to renew the medical examination.

The validity of your immigrant visa will be limited with the validity of your medical report. An immigrant visa is valid for a maximum of six months from the date of issuance. Applicants must travel and apply for admission to the United States before their immigrant visas expire.

MOST IMPORTANT

No assurance can be given in advance that a visa will be issued. A consular officer can make a decision only after the formal application and all documents are reviewed, and that officer has personally interviewed the applicants.

Beneficiaries should not make any travel arrangements for departure, dispose of personal property or make other life changes until the visa has been issued.

This office will make every effort to expedite the process. However should complications arise, applicants may be required to return to this office or furnish additional information.

EVIDENCE WHICH MAY BE PRESENTED TO MEET THE PUBLIC CHARGE PROVISIONS OF THE LAW

GENERAL

The Immigration and Nationality Act requires an applicant for a visa to establish to the satisfaction of the consular officer at the time of application for a visa, and also to the satisfaction of the United States immigration official at the time of application for admission to the United States, that he or she is not likely at any time to become a public charge.

An applicant for an immigrant visa may generally satisfy this requirement of the law by the presentation of documentary evidence establishing that:

1. The applicant has, or will have, in the United States personal funds sufficient to provide support for the applicant and dependent family members, or sufficient to provide support until suitable employment is located;
2. The applicant has arranged employment in the United States that will provide an adequate income for the applicant and dependent family members;
3. Relatives or friends in the United States will assure the applicant's support; or
4. A combination of the above circumstances exists.

APPLICANT'S OWN FUNDS

An applicant who expects to be able to meet the public charge provisions of the law through personal financial resources may submit to the consular officer evidence of funds or income from one or more of the following sources:

1. Statement from a senior officer of a bank showing present balance of applicant's account, date account was opened, the number and amount of deposits and withdrawals during the past 12 months, and the average balance during the year (if there have been recent unusually large deposits, an explanation should be given);
2. Proof of ownership of property or real estate, in the form of a title, deed or the equivalent, and a letter from a lawyer, banker or responsible real estate agent showing its present value (any mortgages or loans against the property must be stated);
3. Letter or letters verifying ownership of stocks and bonds, with present market value or expected earning indicated;
4. Proof of income from business investments or other sources.

If the financial resources are derived from a source outside the United States, a statement as to how the funds or income are to be transferred to the U.S. must be provided.

EMPLOYMENT

An applicant relying on an offer of prearranged employment to meet the public charge provisions of the law should have the prospective employer submit a notarized letter of employment on the letterhead stationery of the employing business. The letter should:

1. Contain a definite offer of employment;
2. Give a description of the job offered to the alien and an explanation of skills, which qualify alien for the position;
3. State the rate of compensation to be paid and, if pertinent, additional information detailing other benefits to be included in lieu of cash payment;
4. Specify the location, type, and duration (whether seasonal, temporary, or indefinite) of the employment offered; and
5. Specify whether the employment will be immediately available upon the applicant's arrival in the United States.

AFFIDAVIT OF SUPPORT

Persons in the United States who desire to furnish sponsorship for an applicant in the form of an affidavit of support should use Form I-134, Affidavit of Support, available from the USCIS offices or the following web site: <http://www.uscis.gov/files/form/I-134.pdf>. Sponsors may also elect to furnish a statement in the form of an affidavit sworn to before a notary public or other official competent to administer an oath, setting forth his or her willingness and financial ability to contribute to the applicant's support and reasons, in detail, for sponsoring the applicant.

The sponsor's affidavit should include:

1. Information regarding his or her annual income;
2. Where material, information regarding his or her other resources;
3. Obligations for the support of members of his or her own family and other persons, if any;
4. Other obligations and expenses;
5. Plans and arrangements made for the applicant's reception and support;
6. An expression of willingness to deposit a bond, if necessary, with the USCIS to guarantee that the applicant will not become a public charge in the US; and
7. An acknowledgement that the sponsor is aware of his or her responsibilities under the Social Security Act, as amended, and the Food Stamp Act, as amended; that the affidavit and supporting documentation may be made available to a public assistance agency. (The provisions of the above laws are contained in form DS-1858, Sponsor's Financial Responsibility Under the Social Security Act, and printed in Part III of the instructions for Form (I-134)

The sponsor should include in the affidavit a statement concerning his or her status in the United States. If the sponsor is an American citizen, the affidavit should indicate the date of naturalization, the name and location of the court, and the number of the sponsor's certificate of naturalization. If the sponsor is an alien who has been lawfully admitted into the United States for permanent residence, he or she should state in the affidavit the date and place of admission for permanent residence and the alien registration number which appears on his or her Alien Registration Receipt Card.

To substantiate the information regarding income and resources the sponsor should attach two or more of the following items to the affidavit:

1. Copies of his or her latest federal income tax return;
2. Copies of his or her latest W-2 forms
3. A statement from his or her employer showing salary and the length and permanency of employment;
4. A statement from an officer of a bank regarding his or her account, the date the account was opened, and the present balance;
5. Any other evidence adequate to establish financial ability to carry out his or her undertaking toward the applicant for what might be an indefinite period of time.

If the sponsor is well established in business, he or she may submit a rating from a recognized business rating organization in lieu of the foregoing. If the sponsor is married, the affidavit of support should be signed jointly by both the husband and wife. Affidavits of support should be of recent date when presented to the consular officer. They are unacceptable if more than one year has elapsed from the date of execution. A sponsor may prefer to forward his or her affidavit of support directly to the consular office where the application will be made, in which event the contents will not be divulged to the applicant.

Note: An applicant who expects to meet the public charge provisions of the law through the presentation of an affidavit of support is encouraged to forward this information sheet to his or her sponsor so as to assist the sponsor in preparing an affidavit.